



# FORM GC-248 INSTRUCTIONS

## DUTIES OF GUARDIAN and Acknowledgment Of Receipt (GC-248)

Tips for completing  
Court forms,  
[Click here](#)

### Filling out the Caption on your form

The top of the form has 6 boxes.

Fill out the caption boxes as follows:

- 1 “Attorney or Party without Attorney” - if you do not have an attorney, fill in your name, address, and telephone number.  
“Attorney For (Name)” – if you do not have an attorney, write “In Pro Per” (which means that you are representing yourself).
- 2 “SUPERIOR COURT OF CALIFORNIA, COUNTY OF” – write the name of the County where you are filing your case. [Click here for location of courts.](#)
- 3 Check the box “Person” or “Estate of” and write the full name of the minor (child).
- 4 This is the TITLE of the form.
- 5 “For Court Use Only” – Leave blank.
- 6 “Case Number” – Write in the case number.

The image shows the top portion of Form GC-248, 'DUTIES OF GUARDIAN and Acknowledgment of Receipt'. A red oval highlights the caption area, which contains six numbered boxes: 1. 'Attorney or Party without Attorney' (Name, Address, Telephone Number); 2. 'SUPERIOR COURT OF CALIFORNIA, COUNTY OF'; 3. 'CASE NUMBER OF THE' (with checkboxes for 'PERSON' and 'ESTATE'); 4. 'OF (NAME)'; 5. 'FOR COURT USE ONLY'; and 6. 'CASE NUMBER'. Below the caption area, the form title 'DUTIES OF GUARDIAN' is visible, followed by a paragraph explaining the role of a guardian and the responsibilities of a guardian of a minor.

### Duties of Guardian

Read all the information under sections 1, 2, & 3. Sign the “**Acknowledgment of Receipt,**” stating that you have petitioned the court to be appointed guardian and have received a copy of the statement of duties of a guardian.

Write the date, and print and sign your name at the bottom of this form.